

ELECTION FORM FOR ADVANCEMENT OF PAY

Payroll Department
Lincoln Public Schools • Lincoln, Nebraska

NON-ADMINISTRATIVE CERTIFICATED STAFF STARTING IN AUGUST

Payroll Schedule Election—Non-administrative certificated staff members generally are paid over twelve months. You, as a newly hired certificated staff member, have the opportunity to be paid an early payment of \$1,500. The payment will be processed by the 10th of September. If this option is chosen, the amount of advance will be divided by 12 and that amount will be deducted from each of your twelve paychecks. This option is only available to newly hired non-administrative certificated staff members whose first working day is in August.

If you wish to elect the pay advancement, you must sign this form and it must be received by the Payroll Office, Box 32, LPSDO on or before July 15, 2024 or, for employees employed after July 15, 2024, prior to the first day of work. If you fail to sign and return this election form on or before July 15, 2024 or prior to the first day of work for employees employed after July 15, 2024, you will not be allowed to elect the advancement of payment option.

IRS regulations provide that, once you have signed the agreement, you may not revoke it during a school year. As with any income tax matter, you should consult your personal tax counselor if you have any questions.

I hereby elect the \$1,500 advancement of pay for the 2024-2025 school year. I understand that this election is irrevocable during the school year. I understand that this election will remain in effect for the 2024-2025 school year only.

Employee Signature

Printed Employee Name

Employee Number

Date Signed

Email

Please email completed form to payroll@lps.org
If you have questions please call the payroll dept at (402) 436-1710

Payroll will email you a confirmation that your form was received